

JOB DESCRIPTION

Job Title: Repair Shop Parts Administrator
Hours: M-F 8am-5pm
Reports to: Repair Shop Supervisor

POSITION SUMMARY

The Repair Shop Parts Administrator will work closely with the technicians and other support staff at Daycon to identify, order, and maintain parts inventory as well as stage parts for repairs.

ESSENTIAL FUNCTIONS

- Research parts, vendors, cost, and availability
- Create purchase orders and orders parts.
- Receive parts and process purchase orders through to accounting daily.
- Allocate parts to the associated repair calls and stage for scheduling.
- Document status updates in repair software.
- Maintain parts bins and shelves in an orderly fashion.
- Process returns to vendors.
- Keep current on vendor product updates
- Determine availability and necessary information for parts forecasting and stocking
- Assist in populating parts database by parent item
- Expedite parts orders obtain an estimated time of arrival
- Perform inventory updates, visit customer sites when required

INDEPENDENCE/AUTONOMY

Frequent supervision: Work is frequently reviewed by supervisor for quality and timeliness. Response to non-standard situations is determined by supervisor.

PROBLEM SOLVING/DECISION MAKING

Work is mostly routine and covered by general instructions or procedures. Occasional judgment is required in completing a task or selecting between several alternative solutions.

CONTACTS

Contacts, within or outside the Company, as a Company representative in a specialized area of knowledge or technical field. Requires considerable tact and discretion, and some persuasion to obtain approvals, consent and action.

SUPERVISORY RESPONSIBILITIES

Not applicable.

EDUCATION QUALIFICATIONS/REQUIREMENTS

High school diploma or general education degree (GED) and 2-3 years of experience.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to read and comprehend instructions and information

Ability to read schematics.

Good parts knowledge

Good organization, administrative and computer skills

Inventory and procurement experience

CERTIFICATIONS, LICENSES AND REGISTRATIONS

- Valid driver's license with clean driving record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

- While performing the duties of this job, the physical demands are office related.
- The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Warehouse environment may be cold or hot, depending on the season.

ADDITIONAL REQUIREMENTS

Will be required to perform other duties as requested, directed or assigned.